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Office of the G-1
MAJ Francis N. Thompson

VDF-H1

VDF Reg 624-1
C-1
15APR 2010

Change 1
VDF Regulation 624-1

1. VDF Regulation 624-1 dated 1 September 2009 is changed effective 15 April 2010.
Change is as follows.
 - a. Remove page 6.
 - b. Insert "change 1, page 6, 15APR2010".
 - c. Remove page 7.
 - d. Insert "change 1, page 7, 15APR10".
 - e. Remove Appendix X, Cdrs Certification of Promotion Eligibility, dated 1SEP09
 - f. Insert Appendix X, Cdrs Certification of Promotion Eligibility, dated 15APR10
 - g. File change cover sheet, not numbered, in front of Regulation.

2. Synopsis of change.

Page 6 establishes the criteria for promotion to Specialist with Lateral Appointment to Corporal and for promotion from Specialist/Corporal to Sergeant.
Appendix X 15APR10 reflects same.

Pages 6 and 7 replace references to pay grade with references to rank.

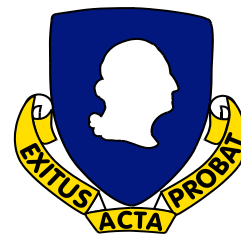
OFFICIAL

FOR THE COMMANDER:

FRANCIS N. THOMPSON
MAJ GS VDF
AC of S G-1



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Office of the Commanding General

VDF-HCG

26 August 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: VDF Regulation 624-1.

1. The attached new VDF Regulation 624-1, Personnel Promotions, is effective 01 September 2009.
2. Until 31 December 2009, commanders may request a waiver of the new promotion requirements for personnel who as of the 01 July 2009 Division MTO on file at DIV HQ were assigned to promotable positions (*e.g.* an E-7 in an E-8 position) and for the consideration of promotions of such personnel under the promotion requirements which were in effect as of 01 July 2009. Such requests for such waivers will be submitted IAW the waiver provisions of Chapter 1, section 6 of VDF Regulation 624-1 and shall include the statement therein referred to which specifies why the granting of such a waiver would promote the best interests of the VDF.
3. Attention is directed to the *Commander's Certification of Promotion Eligibility* which will be used for certification by the unit commander that the candidate meets all requirements for promotion to the requested rank.
4. POC is the Chief of Staff, COL Province.

A handwritten signature in cursive script, reading "John D. Taylor".

JOHN D. TAYLOR
MG, VDF
Commanding

Distribution: A

PERSONNEL PROMOTIONS

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PERSONNEL PROMOTIONS

Appendix A :	Go/No Go: Chain Of Command/Insignia Of Rank
Appendix B:	Go/No Go: Military Customs And Courtesies
Appendix C:	Go/No Go: General And Special Orders
Appendix D:	Go/No Go: Basic Hand Held Radio Operations
Appendix E:	Go/No Go: Close Order Dismounted Drill
Appendix X:	Commander's Certification Of Promotion Eligibility/Promotion Screening Report

PERSONNEL PROMOTIONS

Chapter 1: Introduction

Section I: General

1-1. Purpose

This regulation prescribes policy, eligibility requirements, and administrative procedures for the promotion of personnel in the Virginia Defense Force (VDF).

1-2. References.

- a. Code of Virginia Title 44: Military Laws of Virginia.
- b. Permanent Order 1-1 (VaDF) TAG, VA 1 March 1988.

1-3. Definitions.

Unless otherwise defined herein, the following terms used in this regulation mean the following:

“BOQC”: the Virginia Defense Force Basic Officer Qualification Course, as amended from time to time.

“Commanding General”: the Commanding General of the Virginia Defense Force.

“MEL”: military education level.

“TIG”: time in grade.

“TIS”: time in service.

1-4. Responsibilities.

- a. The Assistant Chief of Staff, G-1 will establish personnel policies relating to personnel promotions and will conduct and supervise all prescribed personnel administrative functions. All such policies shall be in writing, shall specifically refer to this regulation, and shall be attached to and become a part of this regulation at the time such policies are published.
- b. Requests to division Headquarters for promotion action by it shall be sent to the Assistant Chief of Staff, G-1. Such requests must be supported by properly prepared and completed original copies of the following documents:

- (1) VDF Form 3R (Personnel Action Request).
 - (2) Personnel Evaluation Report VDF Form PE, Annex "S" to VDF Reg. 600-10.
 - (3) Certification of promotion eligibility signed by the candidate's brigade (or equivalent) commander, which will attest that all training, military education level ("MEL"), and attendance requirements for promotion have been met. Such certification shall be made using the *Commander's Certification of Promotion Eligibility* form which is attached as Annex X to this regulation, as such form may be amended from time to time and is in force on the date of such certification.
 - (4) Letter recommending such promotion signed by the candidate's brigade (or equivalent) commander and CSM (for enlisted promotions to grades of E-6 & above).
- c. Reports to division Headquarters of promotions by brigades and subordinate units shall be made by forwarding a copy of the promotion order and of the properly completed *Commander's Certification of Promotion Eligibility* to the Assistant Chief of Staff, G-1.
- d. The Staff Judge Advocate (SJA), upon request, will review VDF administrative changes to verify the legality of prescribed policies and changes.
- e. VDF commands will process all promotion actions in accordance with this regulation.
- (1) The Assistant Chief of Staff, G-1, will return incomplete or improperly prepared requests for promotion action to the submitting command without action.
 - (2) Reports of promotions by subordinate commands which are incorrect or incomplete will be returned to the reporting subordinate command for correction and completion. In each instance, such purported promotion action will not be recognized by division headquarters and no corresponding changes to the personnel records of division headquarters will be made until the corrected and completed report of such promotion has been received in the office of the G-1.

1-5. Documentation.

- a. The original of the signed *Commander's Certification of Promotion Eligibility* shall be forwarded to division headquarters with each request for promotion action by division headquarters and with each report of promotion action by the subordinate command. Copies of such *Certification* shall be kept in the Military Personnel Records Jacket ("201" File") of the concerned individual.
- b. "GO/NO GO" scorecards for use in determining whether or not a candidate has satisfactorily completed the criteria for promotion are attached to this regulation. Copies of such scorecards shall be kept in the 201 File of the concerned individual and need not be forwarded to division headquarters unless the same is specifically requested.

1-6. Waivers.

- a. Where this regulation authorizes waivers of any of its requirements by the Commanding General, requests for waivers shall be in writing, endorsed at each step of the chain of command through the brigade or equivalent level commander and submitted to the Commanding General for review and action. Such waivers may be granted by the Commanding General only under exceptional circumstances. Each request will contain a statement, endorsed and signed by the candidate's brigade or equivalent level commander, setting forth the reasons for the request and shall specify all reasons why the requirement should be waived and why a waiver would promote the best interests of the VDF.
- b. Waivers by the Commanding General of completion of 100% of the TIG requirements may be granted only under exceptional circumstances and -- except as is otherwise specifically set forth in this regulation -- only for those promotion candidates who have attained at least seventy five percent (75%) of the TIG requirements under this regulation. All requests for waivers of TIG shall comply with same process as is set forth in subpart (a) of this section and shall include a specific statement setting forth why the granting of such a waiver would promote the best interests of the VDF.
- c. For purposes of waivers of TIG, staff positions are not considered "troop leadership" positions.

Section II: Policy

1-7. Commander's Intent.

- a. Promotions at all levels in the VDF are based on two over-arching standards: superior performance of assigned duties and the demonstrated potential for service at the next highest grade.
- b. A "best qualified" standard will be used for promotion consideration. The fact that a VDF member may be "fully qualified" administratively (*e.g.*, sufficient TIG, required training, *etc.*), does not mean that the member must be promoted to the next highest grade.
- c. Promotion boards will give appropriate weight to the service of VDF members in troop leadership positions (squad leader, platoon sergeant, platoon leader, company commander, *etc.*) in the promotion selection process.
- d. Minimum drill attendance standard for promotions is 83% (10 of the last 12 scheduled drills), of which not more than two (02) drills shall be in the form of alternative training in lieu of drill attendance. Standards and guidance for approved alternative drill activities shall be developed and published by the Assistant Chief of Staff, G-3, and when published shall become a part of this regulation.

Chapter 2: Officer Promotions.

2-1. General.

- a. All officers who are eligible for promotion IAW the criteria of Table 2 will be considered for Cadre vacancies under the promotion authority's command. MEL requirements are included in that Table.
- b. Minimum education level required for all officers is a baccalaureate degree. Officers who received their commission in the VDF through the BOQC with the minimum 90 semester hours of credit are required to have a baccalaureate degree before being eligible for promotion to Captain (0-3).

TABLE 2

<u>FROM</u>	<u>TO</u>	<u>TIG</u>	<u>MEL</u>	<u>PROMOTION AUTHORITY</u>
2LT	1LT	2 years ^W	ISC 100,700,200,800,317	Brigade
1LT	CPT	2 years ^W	CLC	Brigade

Candidates for promotion to the ranks of CPT and above must have completed all FEMA Professional Development Series courses in effect as of the date when the application for promotion is received by the promotion authority.

CPT	MAJ	3 years ^X	OSC ³	Division
MAJ	LTC	3 years ^Y	ALC, ISC 300	Division
LTC	COL	3 years ^Z	ALC, ISC 400	Division

Approval authority for promotion to BG is the Adjutant General of Virginia. Nominating authority is the Commanding General.

^W waivable to 1 year with 12 months satisfactory service in grade in a troop leadership position.

^X waivable to 2 years with 12 months satisfactory service as a company commander or equivalent troop leadership position.

^Y waivable to 2 years with 12 months satisfactory service as a BN X-O, or BN S-3.

^Z waivable to 2 years with 12 months satisfactory service as a BN CDR, BDE X-O, or BDE S-3.

Chapter 3: Warrant Officer Promotions

3-1. General.

- a. All warrant officers eligible for promotion IAW the criteria of Table 3 will be considered for Cadre vacancies under the promotion authority's command.
- b. Minimum education level required for all warrant officers for promotion consideration to ranks above CW2 is an associate's degree.

TABLE 3

<u>FROM</u>	<u>TO</u>	<u>TIG</u>	<u>MEL</u>	<u>PROMOTION AUTHORITY</u>
WO1	CW2	2 years		Brigade

MEL: ISC 100, 700, 200, 800, 317
VDF Orientation Course
Level IIA (Emergency Services Qualification)
Candidate scores GO on the following skills:
Individual drill: FM 3-21.5
General and Special Orders: FM 22-6
Military customs and courtesies: FM 3-21.13, FM 3-21.5
Chain of Command/rank insignia
Hand-held radio operations and protocol: VDF SOI

Candidates for promotion to the ranks of CW2 and above must have completed all FEMA Professional Development Series courses in effect as of the date when the application for promotion is received by the promotion authority.

CW2	CW3	3 years	CLC	Division
CW3	CW4	5 years	OSC ³	Division
CW4	CW5	5 years	ALC	Division

Chapter 4: Enlisted Promotions

4-1. General.

All enlisted personnel eligible for promotion IAW the following criteria will be considered for Cadre vacancies under the promotion authority's command. To be considered for promotion, an individual must be in a "promotable billet".

For promotion from PV1 to PV2

Minimum of 4 months TIG and 4 months TIS. Successful completion of VDF Orientation and IIA course. MUTA and mission participation is important and will be carefully assessed.

GO on close order dismounted drill. FM 3-21.5.

GO on General and Special Orders. FM 22-6.

GO on military customs and courtesies. FM 3-21.13, FM 3-21.5.

GO on Chain of Command/rank insignia.

Promotion authority: Company commander.

From PV2 to PFC

Min 6 months TIG and 10 months TIS. Completion of PV2 promotion requirements.

MUTA and mission participation is important and will be carefully assessed.

GO on demonstrated ability to operate hand held radios (VDF SOI)

Promotion authority: Company commander.

From PFC to SPC

Min 6 months TIG and 18 months TIS. Exhibits excellent motivation and service.

Completion of all PV2 and PFC promotion requirements.

Attendance at one MUTA ("FTX") assembly in each year since enlistment

Promotion authority: Company commander.

Lateral Appointment to CPL from SPC

Performs satisfactorily and to standard in an NCO troop leadership billet position for min of 6 months

Attendance at one MUTA ("FTX") while in such NCO troop leadership billet position

Successful completion of IS 100, 200, 700, 800 and 317.

GO on conducting squad drill. FM 3-21.5.

Completion of Non-commissioned Officer Leadership Development course.

Ability to train/instruct at the squad level as determined by the individual's 1SG or Co Cdr.

Screened and recommended for rank of CPL by battalion or equivalent level CSM board

Appointment authority: Battalion commander.

From CPL/SPC to SGT

Min 12 months TIG and 30 months TIS.

Completion of all PV2 through CPL/SPC promotion requirements.

Successful completion of IS 100, 200, 700, 800 and 317.

GO on conducting squad drill. FM 3-21.5.

Completion of Non-commissioned Officer Leadership Development course.

MUTA and mission participation is important and will be carefully assessed.

Maintains a military bearing and mentors subordinates.

Ability to train/instruct at the Platoon level as determined by the individual's 1SG or Co Cdr.

Promotion authority: Battalion commander.

From SGT to SSG

Min 18 months TIG and 48 months TIS.

(TIG is waiverable to 12 mo. With 6 mo. satisfactory service in grade in a troop leadership position)

Completion of all PV2 thru SGT promotion requirements.

MUTA and mission participation is important and will be carefully assessed.

GO on conducting platoon drill (min 3 squads). FM 3-21.5.

Familiar with Company level admin (e.g., MR, 3R, enlistment docs., admin regulations).

Sets an example in military bearing and in mentoring of subordinates.

Ability to conduct Company level training in the classroom and field as determined by the Co Cdr.

Promotion authority: Brigade commander.

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From SSG to SFC

Min 18 months TIG and 72 months TIS.

(TIG is waivable to 12 months with 6 months satisfactory service in grade in a troop leadership position)

MUTA and mission participation is important and will be carefully assessed.

Completion of all PV2 thru SSG promotion requirements.

GO on conducting company drill. FM 3-21.5.

Demonstrated ability to conduct Company drill and ceremony.

Ability to perform and instruct on company level administration.

Successful completion of VDF CLC and OSC³.

Outstanding military bearing and mentoring of subordinates.

Promotion authority: Brigade commander.

Candidates for promotion to the ranks of SFC and above must have completed all FEMA Professional Development Series courses in effect as of the date when the application for promotion is received by the promotion authority.

From SFC to MSG

Min 24 months TIG and 96 months TIS.

(TIG is waivable to 18 months with 6 months satisfactory service in grade in a troop leadership position)

Completion of all PV2 thru SFC promotion requirements.

MUTA and mission participation is important and will be carefully assessed.

Successful completion of VDF ALC.

Habitually superior performance, leadership and attitude.

Promotion authority: Division

From MSG to SGM

Min 24 months TIG and 120 months TIS.

Completion of all PV2 thru MSG promotion requirements.

MUTA and mission participation is important and will be carefully assessed.

Completion of FEMA ISC 300.

Habitually superior performance, leadership and attitude.

Promotion authority: Division

Chapter 5: Promotion Boards

5-1. General.

a. Separate Officer and Enlisted Promotion/Screening Boards will be established at Battalion, Brigade and Division levels by orders published at such levels and will consider and make recommendations upon promotion applications coming within its purview. Reports of the actions of the board will be in writing on a form promulgated by the Assistant Chief of Staff, G-1, and shall be signed by each member of the board who considers the application. Division's Boards shall act upon all recommendations for promotions of personnel in HHC GW, and on all applications for promotion IAW with the authorities set forth in Chapters 2 thru 4 of this regulation.

- b. Each board will consist of at least three but not more than five members. Board members will be at least one grade higher than the candidate whose promotion is being considered.
- c. All promotion packets submitted for consideration by a division level promotions board must be received by division headquarters NLT the close of business on the Tuesday prior to a scheduled division headquarters UTA drill date. Consideration of packets received after the suspense cut-off will be deferred until the next drill date.
- d. All required administrative documentation must be complete when submitted to the promotion board. Incomplete or inaccurate documentation will be returned to the submitting authority without action.
- e. Promotion Boards do not have the authority to promote.
- f. Promotion orders will be prepared and published by the promotion authority.
- g. The effective date of the promotion is that which is specified in the promotion order. Wearing of rank insignia of the higher grade prior to receipt of the promotion order by the individual being promoted is not permitted.

5-2. Officer Promotion Boards.

- a. Officer Promotion Boards will be chaired by an officer in grade of 0-5 or above. The G-1/S-1 of the command shall serve as the recorder and shall be either a voting member or non-voting member.
- b. One member of each Officer Promotion Board which considers an application for promotion of a warrant officer shall be a warrant officer in grade higher than the grade of the candidate.
- c. Officer Promotion Boards shall consider applications for promotion IAW with the authorities set forth in Chapters 2 and 3 of this regulation.

5-2. Enlisted Promotion Boards.

- a. Enlisted Promotion Boards will be chaired by the senior non-commissioned officer of the command. The command's order appointing members to serve on the board shall designate the non-commissioned officer who is to serve as the recorder and whether he/she is a voting member or non-voting member.
- b. Enlisted Promotion Boards shall consider applications for promotion IAW with the authorities set forth in Chapter 4 of this regulation.